



**General Assembly**

Distr.  
GENERAL

A/CONF.206/PC(II)/INF.1  
28 July 2004

ENGLISH ONLY

---

**WORLD CONFERENCE ON DISASTER REDUCTION**

Preparatory Committee  
Second Session  
Geneva, 11 – 12 October 2004

INFORMATION NOTE FOR PARTICIPANTS

## 1. Introduction

This document has been prepared to facilitate the participation of delegates and observers in the second session of the Preparatory Committee for the World Conference on Disaster Reduction.

## 2. Dates and Venue of the second session

The second session of the Preparatory Committee will be held as follows:

**Dates:** 11-12 October 2004

**Venue :** Palais des Nations  
Conference Room XIX  
(Building E, Door 40, Third floor, Access through Lifts 40 to 48  
or escalators 51 to 54)

**Address:** 8-14 avenue de la Paix  
CH-1211 Geneva 10  
Tel: +41 (0)22 917 2759  
Fax: +41 (0)22 917 0169  
E-mail: [isdr-wcdr@un.org](mailto:isdr-wcdr@un.org)  
Web site: [www.unisdr.org](http://www.unisdr.org)

The Palais des Nations is located within the Geneva international organizations area, in front of Place des Nations, 15 minutes from the A-40 highway and Geneva-Cointrin International Airport.

## 3. Registration of Member States and United Nations Specialized Agencies

### *Member States*

Member States are requested to inform the Conference Secretariat of their delegation composition, including representatives from the Permanent Missions and from the capitals, through their Permanent Mission in Geneva.

Whilst the representatives of the Permanent Missions in Geneva do not need to go through the registration process (their UN Geneva-based badge is valid to enter the Palais des Nations), all delegates from the capitals (or outside Geneva) wishing to participate in the second session of the Preparatory Committee for the World Conference on Disaster Reduction must fill an **individual Conference Registration Form** to get registered.

The official letter from the Permanent Mission and a copy of individual registration form duly filled by each delegate should reach the Conference Secretariat no later than **30 September 2004** (E-mail: [isdr-wcdr@un.org](mailto:isdr-wcdr@un.org) or Fax N°: +41 (0)22 917 0169). The registration process will be initiated as of 16 August 2004. The registration form (in English and French) and details on the registration process are available on the Conference web page at [www.unisdr.org/wcdr](http://www.unisdr.org/wcdr), under "Preparatory process - PrepCom 2".

### *UN Agencies*

Representatives from **Geneva-based UN Agencies** do not need to go through the registration process, as their Geneva badge is valid to enter the Palais des Nations. They should however inform the Conference Secretariat of the composition of their delegation, through an official letter from Headquarters.

**Other UN Agencies based outside Geneva** must comply with the above registration process, as the badge from their respective headquarters is neither valid nor recognized to enter the Palais des Nations in Geneva.

An official letter from Headquarters indicating the composition of the Agency's delegation should be sent to the Conference Secretariat **by 30 September at the latest**, together with **a copy of the individual registration forms** duly filled by each member of the delegation (E-mail: [isdr-wcdr@un.org](mailto:isdr-wcdr@un.org) or Fax N°: +41 (0)22 917 0169). The registration process will be initiated as of 16 August 2004. The registration form (in English and French) and details on the registration process are available on the Conference web page at [www.unisdr.org/wcdr](http://www.unisdr.org/wcdr), under "Preparatory process - PrepCom 2".

Please see the section 6 for the issuance of a UN ground pass.

#### **4. Participation of Intergovernmental Organizations**

##### **A. Accredited IGOs**

If your organization is in the list of IGOs and other entities having received invitation to participate as observers in the sessions and work of the General Assembly and ECOSOC, your organization will be able to register and participate in the process of the WCDR as observers. Please follow the same registration procedure described above for the delegates (please see section 3. Registration of Member States and UN agencies). If you are not sure your organization's accreditation status, please check the list available on the WCDR website.

##### **B. Non-accredited IGOs**

IGOs without consultative status with the United Nations can submit an application to the WCDR secretariat. The application will be reviewed against the existing criteria. The IGO interested in applying for accreditation purposes should send the following information to the WCDR secretariat:

- (1) Name of the organization and pertinent contact information, including address and main contact;
- (2) A list of the members of the governing body of the organization;
- (3) A description of the membership of the organization, indicating the total number of member countries;
- (4) A copy of the constitution and/or by-laws of the organization.

After receipt of the required information, the WCDR secretariat will make recommendations to the Second Session of the Preparatory Committee, for its endorsement on their accreditation to participate the process of the WCDR. Once accredited, please follow the same registration procedure described above in section 3. **Such accreditation will be limited solely to the WCDR process.**

Applications for accreditation must be received **no later than 31 August 2004** and addressed to:  
WCDR secretariat  
UN/ISDR  
Palais des Nations, CH-1211  
Geneva 10, Switzerland  
Tel: +41-22-917-2759  
Fax: +41-22-917-0169  
E-mail: [isdr-wcdr@un.org](mailto:isdr-wcdr@un.org)

## **5. Participation of Non-Governmental Organizations and other major groups**

### **A. Accredited NGOs and other major groups**

Accredited NGOs and other major groups are those which fall under the following categories:

- Those with a consultative status with the Economic and Social Council;
- Those on the roster of the Commission on Sustainable Development;
- Those which participated in (accredited to) the World Conference on Natural Disaster Reduction (Yokohama, Japan, 1994); and,
- Those that are members of the Inter-Agency Task Force on Disaster Reduction, or any of its working groups.

If you are unsure of your organization's accreditation status, please check the following accredited NGO lists on the website:

- at <http://www.un.org/esa/coordination/ngo/>, for those in consultative status with ECOSOC
- at [http://www.un.org/esa/sustdev/mgroups/csd\\_roster.pdf](http://www.un.org/esa/sustdev/mgroups/csd_roster.pdf), for CSD roster
- at [www.unisdr.org/wcdr](http://www.unisdr.org/wcdr), list of NGOs which participated in the Yokohama Conference (1994), Section on NGOs and other Major Groups

### ***Registration of accredited NGOs***

Accredited NGOs wishing to participate in the second session of the Preparatory Committee for the World Conference on Disaster Reduction are requested to inform the Conference Secretariat of the composition of their representatives by sending an **official letter** from their highest authorities and an **individual Conference Registration Form** for each representatives to the Secretariat (E-mail: [isdr-wcdr@un.org](mailto:isdr-wcdr@un.org) or Fax N°: +41 (0)22 917 0169) **no later than 30 September 2004**. The form is available in English and French on WCDR website at [www.unisdr.org/wcdr](http://www.unisdr.org/wcdr).

Upon receipt of the registration forms by the ISDR Secretariat, registered NGOs and other major groups will receive a confirmation message of their registration by e-mail or fax. That letter will serve as an official invitation to the meeting and can be used to apply for a visa to Switzerland. NGOs and other major groups' representatives are responsible for contacting Embassy or Consulate of Switzerland in their own countries for their visa purposes if necessary, and making arrangements for their own accommodation and travel. All representatives interested in attending are required to have adequate medical insurance prior to arrival.

Please see the section 6 for the issuance of a UN ground pass.

### **B. Non-accredited NGOs and other major groups**

Non-governmental organizations and other major groups currently not falling under any of the above-mentioned categories, but wishing to attend and contribute to the Conference and its preparatory process may apply for the accreditation to the Conference secretariat.

### ***Accreditation process***

Applications should be submitted to the Conference secretariat which, in consultation with United Nations Non-governmental Liaison Service and relevant others, as appropriate, will review the requirements including relevance of the work of the applicants on the basis of their background and involvement in disaster reduction issues. If the evaluation shows, on the basis of the information provided, that the applicant organization is legitimate for the stated purposes and its activities relevant to the work of the Conference, the Conference secretariat will submit its recommendations on all completed requests for accreditation to the Preparatory Committee two weeks before the start of the second session

of the Preparatory Committee. In cases where such a recommendation is not made, the Conference secretariat will make available to the Preparatory Committee meeting, the reasons for not doing so. These recommendations will be reviewed on the first day of the second session of the Preparatory Committee. If your application is accepted, your organization will be regarded as accredited and will be able to participate in the Preparatory Committee and the WCDR.

Non-governmental organizations or other major groups that have been granted accreditation may attend the second session of the Preparatory Committee as soon as the accreditation is endorsed (please see the section of registration below), as well as the Conference itself. Such accreditation will be limited solely to the WCDR process.

#### ***Submission of application for accreditation***

The application for accreditation requires submission of the following information:

- a) Name of the organization and pertinent contact information, including address and main contact;
- b) Purpose of the organization;
- c) Programmes and activities of the organization in areas relevant to the subject of the World Conference on Disaster Reduction indicating in which country or countries they are carried out;
- d) Confirmation of the activities of the organization at the national, regional or international levels;
- e) Copies of annual or other reports of the organization, with financial statements and a list of financial sources and contributions, including governmental contributions;
- f) A list of the members of the governing body of the organization and their countries of nationality (for international organizations);
- g) A description of the membership of the organization, indicating the total number of members, the names of organizations that are members and their geographical distribution;
- h) A copy of the constitution and/or by-laws of the organization;
- i) A completed registration form for the WCDR of individual representatives whom your organization will be sending (the form is available on the website)

#### **HOW AND BY WHEN TO SUBMIT YOUR APPLICATION FOR ACCREDITATION**

Applications must be received **no later than 31st August 2004** and addressed to:

Conference secretariat for World Conference on Disaster Reduction  
UN/ISDR  
Palais des Nations, CH-1211  
Geneva 10, Switzerland  
Tel: +41-22-917-2759  
Fax: +41-22-917-0169  
E-mail: isdr-wcdr@un.org

#### ***Registration for the second session of the Preparatory Meeting by newly accredited NGOs and other major groups:***

NGOs and other major groups wish to participate not only in the World Conference on Disaster Reduction in January, but also in the Second Session of the Preparatory Committee need to inform such intention to the Conference Secretariat when they submit the application for accreditation.

The NGOs and other major groups those which have submitted application for accreditation will be notified when the result of the accreditation review is known. They will then be requested to follow the same procedure for registration to participate in the second session of the preparatory committee as for already accredited NGOs and other major groups mentioned in section 5.A. of this document.

## **6. Issuance of the UN ground pass**

A UN ground pass will be delivered by the Security and Identification Section of the United Nations in Geneva upon presentation of the **original** registration form (please bring the original with you to Geneva) and **a valid identification document** (ID, passport, driving licence ..) as of Friday 8 October afternoon at:

The Security and Identification Section  
Villa des Feuillantines  
13 avenue de la Paix  
CH-1211, Geneva 10  
(Office hours: Monday to Friday from 8:00 to 17:00 non-stop)

All participants are advised that they will have access to the Palais des Nations in Geneva **only** upon presentation of a UN ground pass.

## **7. Programme of meetings**

The Provisional Agenda and Annotations (A/CONF.206/PC(II)/1) is available on ISDR's website at [www.unisdr.org/wcdr](http://www.unisdr.org/wcdr).

Morning meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m. If any evening sessions are required, they will generally begin at 6 p.m.

## **8. Seating arrangements**

Each government delegation will have three seats, one at the table and two behind. Specifically identified seating will be available for other participants at the session.

## **9. Languages of the second session of the Preparatory Committee meeting**

Due to limited capacity for translation, only key documents will be made available in the six official UN languages (Arabic, Chinese, English, French, Russian and Spanish). Other background information / documentation will be available only in English.

## **10. Meetings and interpretation services**

There will be interpretation services for the meeting. The extension of the meetings beyond their normal duration will not be subject to interpretation.

Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

Meetings other than those of United Nations bodies, such as meetings of regional or major groups, will be accommodated according to the availability of meeting rooms and services.

## **11. Documentation**

### **A. Circulation of written statements**

If delegations wish to have written statements distributed during the meeting, they are requested to prepare 250 copies. Participants in the session are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

### **B. Distribution of official documents**

The main documents will be distributed to participants ahead of the meeting, and will also be made available at the meeting.

### **C. Circulation of other documents**

Other documents that United Nations funds, agencies and programmes, Governments, NGOs and other major groups or other accredited organizations may wish to make available to participants in the session are to be provided by the parties in appropriate languages and quantities. The Secretariat will undertake neither reproduction nor translation of such documents, nor will they distribute those documents on behalf of other organizations. Delegations are required to organize the delivery of their own documents to the Palais des Nations. Distribution space will be limited to table tops, and it is recommended that only 250 copies of each document are displayed at any one time. Additional copies and any left outside the authorized area may be removed.

## **12. Security**

Security responsibility for the second session of the Preparatory Committee is the same as that for any other activity at the United Nations. The United Nations Security and Safety Department, in close cooperation with host country law enforcement agencies, is responsible for the security of everyone while they are in the Palais des Nations premises.

### **A. Access to the Palais des Nations**

Taxis are not allowed to enter the Palais des Nations premises. They will be requested to leave participants at the entrance of the Palais, at the Pregny Gate, in front of the International Committee of Red Cross (ICRC).

Access to the Palais des Nations will be authorized only for those delegates wearing a UN ground pass.

Personal luggage is not authorized within the Palais des Nations premises.

### **B. Loss of pass**

Loss of UN ground pass must be reported to the United Nations Security and Safety Department (Office A-219, Door 11, Palais des Nations).

## **13. Other useful information for participants**

### **A. Visas**

Participants who need a visa for Switzerland must contact the nearest Swiss Embassy or Consulate. The notification sent by the ISDR Secretariat to the Permanent Missions and UN

Organizations on \_\_\_\_\_ 2004 serves as an official invitation to the meeting and can be used to apply for a visa to Switzerland.

For accredited NGOs and other major groups' representatives, the registration confirmation message can be used as supporting documentation in that process.

B. Health precautions/medical arrangements

No vaccination certificates are required for travel to Switzerland. For further information, please contact the United Nations Medical Service.

C. Currency, cheques and credit cards

The unit of currency is the Swiss Franc (CHF). Traveller cheques can be changed easily. Credit cards, especially MasterCard and Visa, are widely accepted.

D. Electricity

Most power systems are 220/230 V AC at 50 cycles per second. Appliances rated between 220V and 250V will work anywhere in the country. Plugs have three large round pins. It is recommended that you carry your own adaptor and/or converter.

E. Climate

Geneva is about 300 meters above sea level and its climate is temperate (warm continental and sunny). October is fall time, with temperatures ranging from a high of 20°C during the day to a low of 5°C at night.

F. How to contact the ISDR Secretariat

The Secretariat of the International Strategy for Disaster Reduction (ISDR Secretariat) has been appointed as the Conference Secretariat for the World Conference on Disaster Reduction (WCDR) and its Preparatory Committees, within the United Nations Secretariat.

Should you have any specific queries or need additional information regarding the second session of the Preparatory Committee for the WCDR, please contact the ISDR Secretariat at: [isdr-wcdr@un.org](mailto:isdr-wcdr@un.org).

- For Delegates and Representatives from Member States, UN Agencies and accredited IGOs:  
Attention: Ms. Christel Rose
- For non accredited IGOs and NGOs: Attention: Ms. Yuki Matsuoka
- For other matters linked to the second session of the Preparatory Committee:  
Ms. Elena Dokhlik

-----